

STATUS REPORT

3Q Summary: 42 Initiatives (Green = 29, Yellow = 13, Red = 00)

Farm and Foreign Agricultural Services Human Capital Management Annual Performance Plan

4Q FY 05

Strategy # HCMAPP #	FY05 HR Outcome Strategies SUPPORTING HCMAPP	Status Detail (as of 10/18/05)	HCMAPP Leader and Team	% COMPLETE	STATUS
1	IMPROVE ALIGNMENT OF HUMAN CAPITAL INITIATIVES TO AGENCY MISSION AND GOALS(Barbara Boyd)				
1.1	Implement quarterly HR News Letter ("HR AT YOUR SERVICE") to feature: What's Hot, New HR Initiatives, and Employee/Manager 'value-add' report - 1QFY05	4Q- Carry-over: Enhance the web-based "In The Spotlight" to include HRD value-add accomplishments of the quarter and new HR initiatives by 2QFY06.	B.Boyd (L), C.Wilsey J.Barlow(POC), M.Frye, B. Whiteside	95%>	Y
1.2	Develop internal SOP for HR News Letter items, survey results, etc., to include audience, how to communicate, frequency, relationship to goals, effectiveness, et. al.; and development of communications template - 1QFY05	COMPLETED 2Q -SOPs completed. Signed on March 17, 2005 and distributed on March 21, 2005.	B.Boyd (L), C.Wilsey, J.Barlow (POC), M.Frye, B. Whiteside	100%	G
1.3	Implement tracking and quarterly reporting system for HR Logic Model Strategy 1 measure - 1QFY05	COMPLETED 1Q - Measure included on HRD Dashboard on 02/01/05.	J.Migyanka (L)	100%	G
1.4	Develop and issue HR Logic Model Measures Quarterly (roll-up) Report - 1QFY05	COMPLETED 2Q - Dashboard designed to reflect 14 Logic Model Measures on 02/01/05.	J.Migyanka (L)	100%	G
2	SUPPORT WORKFORCE PLANNING & DEPLOYMENT (Donald Sanders)				
2.1	Conduct Annual Workforce Analysis and Update 5 year Workforce Plan and Succession Summary for each Agency re: <i>WFP and Succession Guidance</i> - 4QFY05.	COMPLETED 1Q -Current FFAS Workforce Analysis FY04-FY08 identified 27 Mission Critical Occupations with Skill Gap challenges and 12 Leadership Positions with Continuity challenges. Both Recruitment and Training are actively addressing these challenges. Next workforce analysis due 1Q FY06.	T.Montgomery, T.Hudson, B.Boyd, (L) D.Sanders, Terri T.Meighan, Wynona Black (POC)	100%	G
2.2	Complete IT convergence - 2Q FY05	COMPLETED 1Q -Transfer completed 11/28/04. All personnel files and folders have been forwarded and have been mailed to the new servicing organization.	D.Donnely(L), K.Mansker, P.Sleight, N.Joice, B.Boyd, Mike Badger, D.Sanders, Lisa Flores	100%	G
2.3	Post OCIO transfer / FSA reorganization 3QFY05	COMPLETED 4Q - ITSD reorganization will be supported by HRD upon implementation.	P.Sleight, N.Joice, T.Meighan, K.Williams, (L) D.Sanders, Mike Badger(POC), Steve Weaver, Shenita Wells	100%	G
2.4	Complete Incidental Transfer Agreement (ITA) for RMA IT - 2QFY05	COMPLETED 1Q - ITA completed for RMA.	A.Guzman (L), N.Joice, Marilyn Pate	100%	G
2.5	Develop KCCO Model for Workforce Planning - 3QFY05	COMPLETED 4Q - Team based organizational review Guidebook drafted for workforce analysis.	D.Sanders, (L) T.Hudson, Tammi Parrott, Ranay Brady(POC), Marcia Shakur, B Whiteside	100%	G
2.6	Develop, define and implement tracking and quarterly reporting system for HR Logic Model Strategy 2, measure 1 - and Strategy 5, measures 3,4 - 1QFY05	COMPLETED 1Q -Tracking mechanisms are in place and functional for reporting workforce diversity, baseline of HR services available online at end of FY 04 have been established. Methods and tracking for all 3 metrics are in place, FY05 1st quarter will be reported at end of January 05.	B.Boyd (L), J.Patel	100%	G

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3	IMPROVE THE ACQUISITION AND UTILIZATION OF TALENT (Barbara Boyd)				
3.1	Develop mobility (deployment/retention) strategy to encourage FLOs to apply for FLM positions that require relocation - 2QFY05	COMPLETED 3Q - Evaluation concluded that no relocation concerns prohibit FLOs to apply for FLM positions in another area. A mobility clause has been added to the vacancy announcements ensuring flexibility for managers in the future.	D.Sanders (L), B.Boyd, C.Wilsey, Beverly Brantom (POC)	100%	G
3.2	Implement FY05 Annual Recruitment Work Plan (re item: 2.1) - 1QFY05	COMPLETED 1Q -Recruitment Plan completed. Calendar on web site, overall plan developed. FEORP to be reviewed to ensure alignment with FFAS Recruitment Work Plan.	D.Sanders (L), T.Meighan, S.Bruce, Nancy Rodriguez, Debra Schmidt(POC)	100%	G
3.3	Assess and develop action plan to address security re-investigations; develop and implement (per USDA) the electronic application for submission of request for security clearances - 4QFY05	4Q - Carry-over: Revisions to 2/27PM have been developed to address National Security clearances which includes new investigation requirements, forms and clearances for temporary employees. FY06 actions will ensure all employees meet the policy.	K.Williams (L), Pat Price(POC), Debbie Rogers, Ernie Kary, Lisa Gressen, T.Meighan	90%>	Y
3.4	Implement QUICK CLASS - 4QFY05	4Q - Carry-over: All work has been suspended pending discussion between HRD and the Department re: budget item; actual capabilities of QuickClass/Avue.	S.Bruce(L), Lesa Kapustka, K.Mansker, T.Meighan, Mike Badger, Marcia Shakur, Donna Fisher	50%^	Y
3.5	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 3 measures 1,2,3,4,& 5 plus % reduction of MCO skills gaps (future) - 1QFY05	COMPLETED 3Q -Measures for Quality New Hires, Retention, Vacancy Fill Rate, and Diversity of New Hires completed and reported quarterly. Reduction of MCO Skill Gaps fundamental measure tracked on HR DASHBOARD.	D.Sanders, B.Boyd(L), T.Meighan, J.Migyanka	100%	G
3.6	Implement Web 52 Tracking System in WDC - 1QFY05, KC - 2QFY05 and states - 3QFY05	4Q - Carry-over: User training completed and the web 52 tracking system was implemented June 30 at WDC. KC to be implemented after issues/ITSD are resolved.	C.McGowan (L/POC), Crystal Wilsey, P.Brown, B.Farley, S.Campbell, V.Schofield, B.Lindsey	85%^	Y
3.7	Implement web-based Placement Follow-up - 2QFY05	COMPLETED 4Q - Online Survey and database is developed. Reports will be generated for 1QFY06 reporting cycle.	B.Boyd (L), T.Fernandez (POC), J.Patel, J.Barnes	100%	G
3.8	Implement web-based Recruitment Calendar - 1QFY05	COMPLETED 1Q -The application development has been completed and it was deployed on November 1 2004. http://hr.ffas.usda.gov/employment/calendar/default.asp	B.Boyd (L), J.Patel(POC)	100%	G
3.9	Expand USA STAFFING (QUICK HIRE) to include core competencies of MCOs identified in Agencies' Workforce Analysis Summary (FY04-FY09) - 4QFY05	COMPLETED 4Q - Competency libraries available and MCO competencies applied to staffing process.	D.Sanders, J.Barnes, C.Rogers, K.Mansker, B.Boyd(L)	100%	G
3.10	Define the use of a Competency Model and Assessment Tools to be used by HR - 2QFY05	COMPLETED 2Q -HR Competency Model and Assessment Tool are developed and ready for application.	S.Bruce (L), Julie Bowen (POC), Jacqueline Ridley, Latrisha Smith, T.Meighan	100%	G
3.11	Develop, define and implement tracking and quarterly reporting system for FSA, RMA, FAS Telework participation; and develop strategies to increase FFAS participation - 3QFY05	4Q - Carry-over: The Employee Module of the web-based telework complete and testing in progress; roll-out to WDC and KC planned 1QFY06.	L.Davies (L), Susan Brown, Cliff Cain	85%^	Y

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3.12	Evaluate and present management report for ACWA - 2QFY05	4Q - Carry-over: Report and recommendations presented to FLP management (Cooksie). HRD to work with FLP to implement recommendations by 2QFY06.	D.Sanders(L), B.Boyd, Karen Mansker (POC)	95%>	Y
4	SUSTAIN LEARNING ENVIRONMENT AND LEADERSHIP CONTINUITY (Tina Hudson)				
4.1	Implement Strength Finders Assessment for DAM employees - 2QFY05	COMPLETED 1Q -SF-34 is entirely implemented. All employees have had an opportunity to take the assessment, and Dee is monitoring new hires to make sure they receive invitations, as well. Supervisors will receive training on how to utilize SF-34 the same day they receive their Q12 training.	B.Boyd (L), J.Barlow (POC)	100%	G
4.2	Implement THIRD GALLUP Q12 survey for FSA/DAM, track and report on DAM work unit's development of action plans based on survey results - 4QFY05	COMPLETED 4Q - Impact meetings have been completed. Workgroup Impact Plans complete.	B.Boyd (L), J.Barlow (POC)	100%	G
4.3	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 4 measures 1,2,3, & 4 plus % reduction of MCO skills gaps of current employees - 1QFY05	COMPLETED 2Q -The Metrics Report Completion Guidance document has been completed. The data was completed for the 1st quarter and the data will be measured according to the document for the HR Dashboard on a quarterly basis.	T.Montgomery(L), T.Hudson, Sandy Prentice(POC)	100%	G
4.4	Support USDA in the development and implementation of the AgLearn Training Approval Process System - 3QFY05	4Q - Carry-over: An external Training Approval Process (TAP) is under development (SF-182). The configuration and activation of the TAP Module in AgLearn has a target completion date of OCT 05; but it is USDA dependent to include essential modules. FFAS requested an extension on the disengagement of I*CAMS, etc., and 6PM and the approval process must be determined.	T.Montgomery, T.Hudson(L), Sandy Prentice(POC)	75%^	Y
4.5	Research and develop a mission wide (on line) New Employee Orientation Program - 4QFY05	4Q - Carry-over: Completed 'best practice' web-based federal orientation programs research. Design of HRD web based system to be drafted to J.Patel 10/28/05.	B.Whiteside (L), J.Trout, R.Duncan	75%^	Y
4.6	Evaluate the Return on Investment (ROI) for long term training programs and issue a position report with recommendations - 3QFY05	4Q - Carry-over: Participants have been identified who have completed the Executive Leadership Program, Aspiring Leader and New Leader Program. Telephone/e-mail survey under development to complete ROI analysis.	J.Migyanka (L)	50%>	Y
4.7	Implement FY05 Annual Training & Development Work Plan (re item: 2.1) - 1QFY05	COMPLETED 1Q -The training offices in DC and KC have developed and implemented the first Annual Training and Development Work Plan. This Plan will help in closing the skills gaps for the MCO's. The Plan is subject to availability of staffing and funding. Both DC and KC training offices will review the Plan on a quarterly basis.	T.Montgomery (L), T.Hudson	100%	G
5	IMPROVE THE RESULTS-DRIVEN PERFORMANCE CULTURE (Lolla Davies)				
5.1	Continue implementation of the <u>National Society for Minorities in Agriculture Natural Resources and Related Sciences (MANRRS)</u> by 4QFY05.	COMPLETED 4Q - MANRRS partnership institutionalized and included as essential part of Recruitment Plans.	Mondina Jolley, Dawn Ferguson, Debbie Schmidt (L), D.Sanders	100%	G

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5.2	Support implementation of Human Capital Council recommendations re: Develop and Implement Multi-tier Performance Evaluation System - 4QFY05 and Develop and implement a Rewards & Recognition Program - 4QFY05	COMPLETED 4Q - The Performance Management plan is Department approved; the communications plan has been being implemented; and training began in September including an on-line presentation. The Rewards and Recognition portion has been identified as a separate project awards pieces are still under consideration by FSA and RMA senior management.	L.Davies (L), Stephen Crisp, Angela Jackson	100%	G
5.3	Facilitate the linkage of at least 60% of workforce's Individual Performance Plans to Agencies' Strategic Plan goals and indicators - 3QFY05	COMPLETED 2Q -The FFAS Mission area has met and exceeded the 60% requirement through a management certified process by indicating the percentage of their employees who are 'linked' to the agency mission. FFAS is 95% linked under this process.	L.Davies (L), Charlene White, Stephen Crisp	100%	G
5.4	Develop, define and implement tracking and quarterly reporting systems for HR Logic Model Strategy 5 measures 1,2 - 1QFY05	COMPLETED 1Q -Discussions to do this have begun. Data to support HR Logic Model Dashboard to be provided as scheduled.	L.Davies (L), Stephen Crisp, Angela Jackson	100%	G
5.5	Support USDA HR Reform project - 4QFY05	COMPLETED 3Q - USDA completed reform project (identifying leadership competencies) and presented findings and recommendations to HRLC in July. Three deliverables for September HRLC meeting identified for reform group to coordinate.	D.Sanders, K.Williams, L.Davies, C.Jones, J.Migyanka (L), T.Montgomery, B.Plaza	100%	G
5.6	Implement Shared Data Warehouse and Data Dictionary - 2QFY05	4Q - Carry-over: The data warehouse project has 5 major milestones or target tasks/accomplishments. Their status: 1: determine structure (complete); 2: document standard reporting needs (complete); 3: outline tables/fields for definition (complete); 4: define fields and definitions (80%); and 5: implement structure (share data). Scheduled to complete 4QFY05.	C.Wilsey (L), Tatjana Fernandez (POC), B.Ellsworth, S.Clayton-OCR	80%>	Y
5.7	Complete Assessment of NFC revisions to I*CAMS and address data integrity issues, i.e., position management data - 4QFY05	COMPLETED 4Q - NFC is working off correction items; HRD sitting on advisory group and in supportive role.	C. Wilsey (L), C.McGowan, T.Fernandez (POC), Debbie Rogers, Loretta Ramey	100%	G
5.8	Facilitate employee updates to 'emergency contact' and benefits info in employee OPFs - 3QFY05	4Q - Carry-over: Draft PM notice forwarded to AOLG for comments before finalizing. To be completed 1QFY06.	K.Williams (L), Debbie Rogers-POC, Mark Deming, Mary Lou Loar	90%>	Y
5.9	Develop and communicate HR Delegation of Authority in the field to detail oversight and accountability; and detail internal controls for FFAS HR functions - 2QFY05	COMPLETED 3Q -Table listing HR Functional Responsibilities for the State Offices issued May 7, 2005.	N.Joice (L), Kathy Williams, Latrisha Smith	100%	G
5.10	Coordinate the OPM FHCS with USDA and prepare analysis and executive summary with strengths and weaknesses and cross-walk with GALLUP and FSA Performance Culture Survey - 2QFY05	COMPLETED 3Q - OPM 2004 Federal Human Capital Survey (FHCS) issued by OPM in June. FFAS mission area and agency reports completed and distributed to agency leadership for review. Results to be posted on internet end of July.	J.Migyanka (L)	100%	G
5.11	Delegate authority to KC for COOP; identify and articulate HR accountabilities - 2QFY05	COMPLETED 3Q - Listing updated for the Human Resources Division Functions and Equipment Needed to Carry on Essential Functions, Vital Records, COOP Team Members, and the Order of Succession have been completed and submitted to the agency COOP contacts, Delegations of Authority Memorandum has been completed and system access has been granted to allow KCHRO to provide operations for WDC when COOP activated.	Pat Farmer (L), B.Boyd	100%	G

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5.12	Develop and issue Employee Relations / Labor Relations Booklet with basic info regarding the handling of grievances and complaints - 3QFY05	4Q - Carry-over: - Violence in the work place section has been included in the booklet. Additional information for the counties to be added in FY06.	P.Sleight, N.Joice (L) Charlene White, Cliff Cain, I.Seastrum	90%^	Y
5.13	Develop, define and implement tracking and quarterly reporting systems for ER/LR per USDA - 2QFY05	4Q - Carry-over: The FFAS access data has been provided to USDA to upload into the Labor and Employee Relations Automated Complaint Tracking and Retrieval System (LERACTRS). The anticipated deployment of the system is scheduled for 4Q FY05.	P.Sleight (L), N.Joice, V.Schwamberger	95%>	Y

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